

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221



"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
NOVEMBER 24 – 28, 2014**

MONDAY, NOVEMBER 24, 2014

- | | | |
|----------|--|--|
| *8:30 am | Community Options Program Planning Committee | Board Rm B, Sophie Beaumont
111 N. Jefferson Street |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, NOVEMBER 25, 2014

(No Meetings)

WEDNESDAY, NOVEMBER 26, 2014

- | | | |
|----------|--|---|
| *5:30 pm | Human Services Committee – Canceled | Room 200, Northern Building
305 E. Walnut Street |
|----------|--|---|

THURSDAY, NOVEMBER 27, 2014

(No Meetings)



FRIDAY, NOVEMBER 28, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, November 24, 2014 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of September 22, 2014
5. Updates
 - A. Family Care update
 - B. COP update
 - C. CIP update
6. **Closed session**--Pursuant to 19.85(l)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (three requiring individual vote, one not requiring individual vote)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, November 24, 2014

6:00 p.m. (PD&T to Follow)

Room 161, UW Extension

1150 Bellevue Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 27, 2014.

Comments from the Public

1. Budget Status Financial Report for October, 2014.
2. Budget Adjustment Request (14-98): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
3. Director's Report.
4. Such Other Matters as Authorized by Law.
5. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, November 24, 2014

Approx. 6:15 p.m. (or to follow Land Con)

Room 161, UW Extension

1150 Bellevue Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 27, 2014.

1. Review minutes of:
 - a. Board of Adjustment (October 27, 2014).
 - b. Land Information Council (July 29, 2014).
 - c. Planning Commission Board of Directors (October 1, 2014).
 - d. Planning Commission Board of Directors Transportation Subcommittee (September 15, 2014).
 - e. Solid Waste Board (September 22, 2014).

Comments from the Public

Register of Deeds

2. Budget Status Financial Report for October, 2014.
3. LaBaye Project 4th Quarter Deliverables.

Planning and Land Services

Land Information (No items)

Planning Commission

4. Update regarding development of the Brown County Farm property – standing item.
5. Budget Status Financial Report for October, 2014.

Property Listing

6. Budget Status Financial Report for October, 2014.

Zoning

7. Request from Thomas Goede to waive shoreland permit fees and reduce Board of Adjustment appeal fee.
8. Budget Status Financial Report for October, 2014.

Public Works

9. Summary of Operations.
10. Director's Report.
11. Possible discussion regarding Brown County Health Department facility – standing item.
12. **Airport** – Budget Status Financial Report for October, 2014.

Port & Resource Recovery – No agenda items.

UW-Extension – No agenda items.

Other

13. Audit of bills.
14. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

NOVEMBER 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 	3	4	5	6 Board of Sup Budget Mtg 9:00 am	7	8
9 	10	11	12	13	14	15
16 	17	18 Vets Recognition Subcommittee 5:00 pm	19 Board of Supervisors Veto Session 6pm Criminal Justice Coord Board 8a.m.	20 Admin Cmte 5:30 p.m.	21	22
23 	24 Land Con 6:00 pm PD&T 6:15 pm	25	26 Human Svc Canceled	27  Thanksgiving	28 <i>County Board Office Closed</i>	29
30 						

DECEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec @ SW Branch Library 5:15pm	5	6
7	8 Executive Cmte 5:30 pm 	9	10	11	12	13
14 	15	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 7:00 pm	18	19	20
21 	22 Land Con Plan Dev & Trans Tentative	23	24 Human Svc Tentative <i>County Board Office Closed</i>	25 Admin Tentative <i>County Board Office Closed</i>	26	27
28 	29	30	31 <i>County Board Office Closed</i>			

BROWN COUNTY COMMITTEE MINUTES

- NWTC Board of Trustees (October 15, 2014)
- Northeastern Wisconsin CDBG – Housing Region Committee (August 8, 2014)
- Planning Commission Board of Directors – Transportation Subcommittee (November 10, 2014)
- Revolving Loan Fund Committee (October 8, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

October 15, 2014
12:00 p.m.

NWTC-Green Bay Campus
2740 West Mason Street, Green Bay, WI 54303

Board Chairman Worrick called the October 15, 2014 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, Dave Mayer, Jeff Rickaby (attended via videoconference from Niagara Regional Center), Kim Schanock, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Lori Suddick, Pamela Phillips, Jim Blumreich, Jennifer Canavera, Karen Smits, Dean Stewart, Mark Cichon, Erica plaza, Clark Wagner, Ann Malvitz, Randy Smith, Mike Vander Heiden, John Kopp, Julie Ebben-Matzke, Sandy Ryczkowski, Vickie Lock, Annelise Moen, Jacilyn Anderson, Megan Popkey, Kari Bacher, Lacy Frewerd, João Nascimento, Beau James, Anne Oestreicher, Irene Pikkert, Sunshine Tourtillott, Chris Dahlke, Gina Van Egeren, Lisa Hennessey

The Chairperson read the NWTC Vision Statement at this time.

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment.

- Erin Wood, from General Studies, is hosting an instructor from the Netherlands, Irene Pikkert, and introduced her to the Board at this time. Irene will be in the Green Bay area and at NWTC for two weeks shadowing General Studies faculty.

Reports

Student Senate Update

Aneliese Moen, Student Senate President, reported that the Student Senate Officers for the academic year are as follows:

President – Anna Moen (Architectural)
VP – Bob Willmann (IT-Network Specialist)
Secretary/Recorder – John Harpt (Solar Energy Technology)
Governor – Brooke Shefchek (Administrative Professional)
Lt. Governor – Daniel Wicker (Welding/Marine Construction)

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of September 1-30, 2014 \$4,463,522.32

Detailed copies of the current disbursements for fiscal year 2014 for the month of September were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the September 2014 bills as presented.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

State of Wisconsin Code of Ethics Designation

The State of Wisconsin Ethics Board requires the designation of certain public officials and employees on an annual basis:

"RESOLVED, that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats, the Northeast Wisconsin Technical College District Board designates the following positions president, vice-presidents, and directors, and that those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies: H. Jeffrey Rafn, President; Lori Suddick, Vice-President for Learning; Pamela Phillips, Vice-President, Student Services; Karen Smits, Vice-President of College Advancement; Sandy Ryczkowski, Vice-President for Human Resources; and Jim Blumreich, Chief Financial Officer".

Jeff Rickaby moved that the Board adopt the State of Wisconsin Code of Ethics Designation resolution.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Request for Capital Funds to Expand the CRM Project to Effectively Meet College Needs

An FY14 capital request for \$300,000 was approved by the Board for the College to purchase a Client Relationship Management (CRM) system for the College Advancement and Corporate Training and Economic Development (CTED) departments. CRM is a customer responsive system which will enable NWTC recruiters, account executives, customer contact staff, enrollment services, marketing staff, alumni/foundation, and career services staff to learn more about and communicate/engage more effectively with our prospects, students and corporate clients. Communication with NWTC customers occurs in-person and by email, telephone, web, and social media. Our customers want to learn about and enroll in events and seminars online. Corporate clients want access to contracts and billing in real-time. CRM enables our customers to access the services and portals they want while providing our staff the ability to customize communication with each prospect. CRM systems are growing in popularity among progressive higher education institutions as an effective means of increasing student enrollments and corporate contracts through integration of systems and processes while reducing overall cost related to student recruitment, retention, marketing, and administration activities.

An RFP was issued for the CRM project with the average cost of proposals considered as meeting NWTC's needs exceeding \$850,000. Because of the significant difference between NWTC's budget amount and the average cost of proposals received from qualified suppliers, the College contracted for a "discovery analysis" to be performed by a supplier to ascertain NWTC's requirements for a CRM system that would meet College-wide goals. A requirements document was produced during the discovery analysis which detailed the scope of the CRM project. The requirements document validated an \$820,000 cost to develop and implement the CRM at NWTC.

Phyllis Habeck moved that the District Board grant approval of an additional \$520,000 from available capital reserve funds to allow the College to re-bid the remainder of the CRM project and implement the system to a schedule and timeline best meeting the College's overall needs and requirements.

Motion seconded by Laurie Davidson.

- CTED is currently using a system that is not meeting the needs of that area, and there were other areas that could use a system that would work for their departments. The system currently used will no longer be serviced by the vendor. There are 26,000 registrations in CTED every year (names and contact information of those being trained or coming to the College for seminars/workshops) that should be shared with entities around the College.

Motion carried, with all voting "Aye" on roll call.

Tax Levy

Wisconsin Statutes require the certification of the tax levy by the District Board in October upon receipt of the certified district equalized valuation from the State Department of Revenue. Included was the resolution related to certifying the tax levy for FY2015 (Board Exhibit 1).

A mill rate and tax levy was proposed at the public hearing on the FY 2015 budget on May 14, 2014 and adopted by the Board at its regular Board meeting on May 14, 2014 (Board Exhibit 2).

New construction valuation increased more than projected in May. This allows the College to increase the FY15 operating levy over the FY15 levy by \$521,372 versus the \$331,000 originally proposed in May.

Jeff Rickaby moved that the Board approve the levy amount of \$28,299,772 and adopt the resolution related to certifying the tax levy for FY 2015.

Motion seconded by Ben Villarruel.

- Have been estimating what the new construction would be (.85%), and now have the final number.
- Shared the tax levy and the impact on each of those counties in our district.

Motion carried, with all voting "Aye" on roll call.

Professional Sales Technical Diploma Program Approval

This one-year program provides students with the consultative selling skills needed to be a successful, professional sales person. Learners who complete this diploma will be able to sell products in both the consumer and business markets as well as gain insight into the responsibilities of sales managers. This program is expected to begin in fall 2015.

Dave Mayer moved that the Board approve the Professional Sales Technical Diploma Program and authorize its submission to the WTCS State Board for approval.

Motion seconded by Ying LaCourt.

Motion carried, with all voting "Aye" on roll call.

Social Media Marketing Technical Diploma Program Approval

This one-year program is designed for people who desire to incorporate cutting-edge marketing techniques into an organization's new and existing marketing activities. Learners who understand new media techniques and complete this certificate may become social media planners, project managers, marketing specialists, public relations coordinators, promotional planners, or marketing analysts. Completers can expect to pursue employment in these positions in an extremely wide range of business to consumer (B2C) and business to business (B2B) organizations. This program is expected to begin in fall 2015.

Carla Hedtke moved that the Board approve the Social Media Marketing Technical Diploma Program and authorize its submission to the WTCS State Board for approval.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Annual Report of Purchases over \$50,000 (for FY14)

Annually, as required by Administrative Rule TCS 6.05(2) (h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 3 was a listing of purchases made in FY14 with suppliers that exceeded \$50,000 but did not receive formal bidding attention (i.e.: not purchased from public agency contracts, etc.). The report does not list purchases such as utilities, memberships/dues, employment fees, financial/insurance/investments services or fees, enterprise accounts, travel, or fees paid to other public agencies. Purchasing comments relating to the FY14 purchasing review were included in the attached exhibit.

Laurie Davidson moved that the Board approve the Annual Report of purchases over \$50,000 for FY 2014 as presented in Board Exhibit 3.

Motion seconded by Dave Mayer.

- \$1.4 million in savings this year was realized due to the work of our Purchasing Department to strive for the best purchasing standards for the College.

Motion carried, with all voting "Aye" on roll call.

2014-2015 Planned International Travel Requests

The following international travel trips have been planned for FY15. All travel expenses have been budgeted for and will be using previously approved funding.

December 5-13th 2014: Brazil Supply Chain Management Study Abroad Pre-Trip

Angela Hansen, Faculty

The purpose of the onsite inspection to Brazil would allow the faculty led to assess ports, colleges, global businesses, social and political economy and culture of three cities in Brazil. This pre-trip will allow assessment of what opportunities exist for students to engage in international experiential learning, institutionalize international curriculum in the Business and Information Technology division and enhance student success and employability skills. The trip will allow the faculty lead to plan the logistics for the upcoming study abroad program slated for 2015-2016 academic year

January 2nd-16th 2015: London/Dublin Paralegal/Criminal Justice Study Abroad Program

Anne Oestreicher and John Flannery Faculty Co-Leads

A study abroad trip to London and Dublin for NWTC students focused on the areas of paralegal and Public Safety. This trip will provide students with the opportunity to learn about other cultures, explore the legal systems in two different countries, and observe a method of law and policing different from the United States.

March 20-29th 2015: Belize Early Childhood Study Abroad

Mary Beth Boettcher and Rachel Scheffen - Faculty/Staff Co-Leads

A study abroad opportunity to Belize in the field of Early Childhood Education. This is offered for 3 credit ECE practicum course and will enrich cultural and diverse perspectives about Belize's early childhood educational system. Participants will engage in working directly with The Ministry of Education's 36 preschool programs in the city of Corozal. NWTC is poised to be a potential partner with The Ministry of Education preschool teachers and Corozal Junior College due to our fully online Early Childhood program. The college has applied to be members in the Consortium for Belize Educational Cooperation (COBEC) as the first formal step in establishing a sustainable international partnership with Belize. NWTC hosted two of Corozal Junior College's executive leaders here at NWTC July 2014.

May 16th-31st 2015: China Global Business Study Aboard

Terri Brown and Tanvir Kahn - Faculty Co-Leads

A study abroad opportunity to China in the area of Global Business. Students will be able to fulfill career experience credits through visits to Chinese universities and businesses and have the opportunity to enrich their knowledge of Chinese culture and society. China now boasts the largest economy in the world and all business professionals will need to understand the role China plays in the global economy. NWTC's International Programs team is working to develop sustainable institutional partnerships with Leshan Teacher's College in Leshan, Sichuan and Wuxi Technical Institute in Wuxi, Jiangsu. Having students visit and interact with Chinese students and faculty will further this relationship-building process. Beau James, International Student Recruitment Specialist, has previously worked at Leshan Teacher's College and will travel to China prior to the May 2015 trip in order to expedite the trip preparation and details.

May 17th-27th 2015: WTCS sponsored Ireland Business Study Abroad

Chris Kuborn - Faculty Participant

NWTC is exploring formally participating in a WTCS sponsored study abroad program to Waterford, Ireland. Waterford is the oldest city in Ireland dating back to the 10th century. Students/faculty would live on campus at the Waterford Institute of Technology (WIT) with a diverse group of students. Student would visit historical sites, attend lectures by top instructors, and participate in industry tours to receive a "behind the scenes" look at Irish business. WTCS has a formal Memorandum of Agreement with Institutes of Technology Ireland (IOTI). IOTI is the representative body for 13 institutes in Ireland similar to the WTCS system oversight of our 16 colleges. One of the goals of this MOA is developing sustainable short term study abroad and student exchange experiences like this one.

May 16th-30th 2015: Netherlands Staff Exchange

Erin Wood - General Studies Office Supervisor

The Illinois Consortium for International Studies and Programs (ICISP) sponsors a Two-Week International Professional Exchange Program with China (Xi'an), Finland and the Netherlands. NWTC is a member of this consortium. Applicants are matched as closely as possible with an overseas participant with similar job responsibilities. The two-week period allows for approximately nine days of professional exchange. English

is spoken in most exchange locations, which enhances both the professional and personal aspects of the exchange. These exchanges involve home stays to defray some costs of the exchange and to provide increased opportunities for exposure to the cultural aspects of the exchange. ICISP exchange participants will host their incoming exchange partners in mid-October, and complete their outgoing exchange visit in mid-May the following year.

Laurie Davidson moved that the Board approve the 2014-2015 International Travel/Study Abroad requests, with costs not to exceed \$25,000 with funding coming from the International Programs and respective Learning department (Business, CRLS, General Studies, and Public Safety) budgets.

Motion seconded by Ying LaCourt

Motion carried, with all voting "Aye" on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the September 10, 2014 Board meeting were sent to Board members prior to the October Board meeting. It was recommended that Board approval be given for the September 10, 2014 Board meeting minutes as presented.

Faculty- Retirement

With regret, the College accepted the following retirement notices:

- A. Tom Bice-Allen, Pathways to Success-Communication Instructor, who has been with the College since April 26, 1990 has announced his retirement effective October 2014.
- B. Tad (Chip) Bircher, Energy Manager Technology Instructor, who has been with the College since June 28, 2010 has announced his retirement effective December 2014.

Faculty- Resignation

With regret, the College accepted the following resignation notice: Diane Gulbrand, Associate Degree Nursing Instructor, who has been with the College since January 6, 2004 announced her resignation effective October 2014.

Faculty- New Hire

Justin Lemke, Mechanical Design Instructor - Justin Lemke was the Selection Committee's top choice for the Mechanical Design Instructor position. Mr. Lemke holds a Bachelor of Science in Engineering Mechanics from University of Wisconsin Marathon County 2001-2003/University of Wisconsin Madison 2003-2006. Mr. Lemke has 13 credits toward his Masters in Mechanical Engineering. (13 more to complete).

From August 2013 to June 2014, Mr. Lemke was a Mechanical Design Instructor at WITC. From April 2013 to August 2013 he was a Design Engineer at Enerquip in Medford, WI. Prior to that he was a Mechanical Engineer at Automaton in Plover, WI.

Placement for this position would be at the Faculty Level B, \$62,000/year for 175 days of obligation.

It was recommended the Board approve the above appointment.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2015 contracts pending Board approval was attached as Board Exhibit 4.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (31.75% for on-campus and 25.327% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts are available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 4.

Dave Mayer moved that the consent agenda items be approved as follows: the minutes of the September 10, 2014 Board meeting; the retirement notices of Tom Bice-Allen, Pathways to Success-Communication Instructor, and Tad (Chip) Bircher, Energy Manager Technology Instructor; the resignation of Diane Gulbrand, Associate Degree Nursing Instructor; the appointment of Justin Lemke, Mechanical Design Instructor; and, the contracts for services identified in Board Exhibit 4.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.

Reports

Board EduByte – International Update

Megan Popkey, Manager of Student Involvement and International Programs, and staff provided an update on International activities at the College (power point on file).

Ying LaCourt left the meeting at this time 12:45 p.m.

- A concern was raised with the ability of the College to assess the safety of its students and staff as they go in and out of the country with the Ebola outbreak continuing to grow. It was noted that there are many travel alerts through the US Department of State, and staff will stay abreast of those alerts.
- There is a need to have a plan in place in case something happens to the staff/students when they are out of the country. Need assurance that if the College is running the program that staff can get those students out of the country and back home if necessary.
- NWTC's Safety & Security staff have emergency response practices in place and are working with the International program and Study Abroad program.
- The Board indicated that the update on the international program was very informative, and that the program deserves special attention as the College develop its budget. The program is very important to the success of NWTC students.

Ying LaCourt returned to the meeting at this time 1:40 p.m.

Policy Discussion – BIT Programming and Master Facilities Planning

Randy Smith, Dean of the Business and Information Technology (BIT) Department, and staff provided information on BIT programming and master facilities planning.

- \$1.5 million every two years per campus is the capital project limitation on the four campuses: Shawano, Marinette, Green Bay, and Sturgeon Bay. The regional centers are associated with one of those four campuses. Renovation can be borrowed funding to complete that work. If the College goes to referendum, the College could go out just for new building spaces, or it could go out for new building spaces that includes some or all of the renovations and some or all of the furniture needs.
- The Board will look at the whole Master Facilities Plan at their November Board Retreat which includes all presentations provided to the Board and some additional pieces that have to be addressed.

Dave Mayer left the meeting at this time (2:37 p.m.).

President's Report

Enrollment Activity –

- Running about -2% over this time last year. Budget was based on achieving the same enrollment as last year. Around the state, we are in the top 25% in enrollments. While we are doing the right things, there are a lot of people that we are still not reaching.
- NEWTech College was again suggested as a new name for the College.

Ying LaCourt left the meeting (3:01 p.m.).

Legislative Issues (state & federal) –

- Not certain at this point what will be the next direction for the Legislative Study Committee.
- The Governor has been very active in visiting NWTC. Was here for Baylink Manufacturing Ribbon Cutting, and will be back on campus next Friday for the CNC Lab Ribbon Cutting.
- We have regained the OBGYN clinical sites at HSHS after reporting to the Board that we have lost those clinical sites.

Current Events -

- NWTC has been named as a Leader College with Achieve the Dream.

Other Business & Adjournment

Review Next Month Agenda Items

The November 19, 2014 meeting will be held at the Green Bay Campus with the following items scheduled:

1. Board Retreat – to begin at 11:00 a.m. with approval of Board Action Items, and then move into the Retreat.
 - Main Topic: Comprehensive Facilities Plan

Adjournment

Laurie Davidson moved that the October 15, 2014 Board meeting be adjourned (3:25 p.m.).

Motion seconded by Ben Villarruel.

Motion carried, with all voting "Aye" on voice vote.



Phyllis J. Habeck, Board Secretary



Date



**Northeastern Wisconsin CDBG – Housing Region Committee Meeting
(via teleconference)**

10:30 A.M. – 11:00 A.M.

Friday, August 8, 2014

**Brown County Northern Building, 3rd Floor
Planning and Land Services Conference Room 391
305 E. Walnut St.
Green Bay, WI**

MINUTES

Committee Members in attendance:

Aaron Schuette – Brown County
Dena Mooney – Calumet County
Sam Perlman – Door County
Sam Tobias – Fond du Lac County
Greg Thousand – Kewaunee County
Andrea Raymakers – Manitowoc County
Pam Day (for Robin Elsner) – Marinette County
Kent Gross – Outagamie County
Emily Vetting – Sheboygan County
Su van Houwelingen – Winnebago County

Others in attendance:

Todd Mead – Brown County

1. Call to order.

A. Schuette called the meeting to order at 10:30 a.m. A. Schuette provided background to the committee regarding the proposed amendments to the Housing Policy and Procedures Manual.

2. Roll call.

A. Schuette requested roll call. All committee members listed (or their designee) were in attendance via conference call.

3. Discussion/action regarding Northeastern Wisconsin CDBG-Housing Region Committee meeting minutes of June 3, 2014.

D. Mooney motioned to approve the minutes as presented. P. Day seconded the motion. Motion carried unanimously.

4. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section II(E)(2) adding language designating an Administrative Team to hear appeals to decisions of the CDBG Program Administrator.

A. Schuette noted that the proposed Administrative Team concept was initially discussed by the Wisconsin Department of Administration (WDOA) at the June 3 Housing Committee meeting, and the enclosed language reflects what other regions have been utilizing. The intent of the Administrative Team is to provide efficient service to applicants who may wish to appeal the determination of the program administrator. K. Gross asked who would be represented on the Administrative Team. A. Schuette stated it would be the CDBG-Housing Committee member from the county the applicant lives in, the CDBG-Housing Program Manager (A. Schuette), and the Brown County Planning Director. S. Tobias made a motion to approve, S. van Houwelingen seconded, and the motion carried unanimously.

5. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section III(A)(2) and other applicable sections extending the necessary equity in a home to apply for the program from 100% to 110% loan to value ratio.

A. Schuette stated that extending the loan to value ratio to 110% would bring the region more in line with other regions across the state and address WDOA's concern that the current 100% loan to value ratio was too low. S. Perlman asked if the 110% was still too low. A. Schuette answered that after rehabilitation value is used to calculate the value of the home for purposes of equity and this should provide the latitude necessary to address those applicants that are right on the edge of having enough equity. G. Thousand made a motion to approve the amendment. S. Perlman seconded. Motion carried unanimously.

6. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section III(A)(3) and other applicable sections extending the maximum loan amount from \$24,999 to 50% of the after rehabilitation value of the property.

A. Schuette informed the committee members that the current cap on loans of \$24,999 was too low due to the work necessary to bring many of the subject homes to decent, safe, and sanitary standards. For example, homes that may only need a new septic system, roof, and siding are exceeding the \$24,999 threshold. The proposed 50% after rehabilitation maximum was the threshold after which a project becomes a major rehabilitation project and WDOA requires

many additional levels of review for such a project. The 50% maximum will allow for the projects to be completed. P. Day made a motion to approve the amendment. A. Raymakers seconded. Motion carried unanimously.

7. Discussion/action regarding adding Section III(A)(8) stating that projects with projected loan amounts of \$30,000 or greater require a written waiver from Wisconsin Department of Administration-Division of Housing (WDOA-DOH).

A. Schuette stated the proposed amendment formalizes into the policies and procedures manual a WDOA requirement that is already in place and will remind any future program administrators/managers of this requirement. S. Perlman made a motion to approve the amendment. S. van Houwelingen seconded the motion. Motion carried unanimously. (D. Mooney was inadvertently dropped from the teleconference at this point. A. Schuette phoned D. Mooney following the meeting to find out what happened and to record D. Mooney's votes on items #7, #8, and #9. All D. Mooney's votes were in the affirmative).

8. Discussion/action regarding amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section V(G) to have appeals heard by the Administrative Team rather than full Housing Committee.

A. Schuette explained this formalizes the intent of the Administrative Team that was earlier approved. S. Perlman made a motion to approve. P. Day seconded. Motion carried unanimously.

9. Adjourn.

A. Schuette thanked the committee for meeting via teleconference to address these issues. S. Tobias motioned to adjourn. S. Perlman seconded. Motion carried unanimously.

(DRAFT) MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, November 10, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo		Patty Kiewiz	<u>X</u>
Bill Balke (Vice-Chair)	<u>X</u>	Tom Klimek	<u> </u>
Craig Berndt	<u>X</u>	Randy Loberger	<u> </u>
Geoff Farr	<u>X</u>	Doug Martin (Chair)	<u>X</u>
Mike Finn		Tom Miller	<u> </u>
Paul Fontecchio	<u>X</u>	Rebecca Nyberg	<u>X</u>
Steve Grenier	<u>X</u>	Eric Rakers	<u>X</u>
Ed Kazik	<u>X</u>	Derek Weyer*	<u>X</u>

(Non-voting)

Dwight McComb (FHWA – Madison)	<u>Exc</u>
Philip Gritzmacher (WisDOT – Madison)	<u>X</u>
Chris Bertch (FTA Region 5)	<u> </u>

Others Present: *Sandra Carpenter for Derek Weyer, Lisa Conard, and Cole Runge.

D. Martin opened the meeting at 10:00 a.m.

ORDER OF BUSINESS:

1. Approval of the September 15, 2014, Transportation Subcommittee meeting minutes.

A motion was made by P. Fontecchio, seconded by S. Grenier, to approve the September 15, 2014, Transportation Subcommittee meeting minutes. Motion carried.

2. Recommendation to the BCPC Board of Directors regarding the reallocation of Surface Transportation Program (STP) funds that were approved for Greene Avenue in the Village of Allouez.

C. Runge distributed a staff report detailing two reallocation options. He noted that \$774,850 in STP funds are available as a result of the Village of Allouez deciding to not use STP funds for the Greene Avenue reconstruction project.

C. Runge stated that the first option would utilize the Greene Avenue STP funds to elevate projects in the MPO's approved program of projects to the STP maximum of 80% of total project costs. He stated that the three approved projects that are well below the 80% funding maximum are the Pilgrim Way, CTH EA (S. Huron Road), and Cormier Road projects. If these projects are elevated to the 80% funding maximum, the remaining STP funds (slightly more than \$126,000) could be used to fund the Forward Service Corporation's Mobility Manager Position in 2015. C. Runge noted that using available STP funds to elevate projects to the 80% STP funding maximum is consistent with past practice.

C. Runge stated that the second option would utilize the Greene Avenue STP funds to fund one or more projects on the 2015-2019 Transportation Improvement Program's (TIP's) prioritization list. To qualify for this funding, a project must be scheduled to occur within the same funding cycle as Greene Avenue (2013-2018), and the STP funds must cover between 50% and 80% of

the project's total cost. He then summarized the projects on the list that satisfy these two conditions.

After presenting these options, C. Runge stated that the subcommittee is invited to choose one of these two options or to develop its own option to recommend to the BCPC Board of Directors. He stated that there are many other possible options that can be developed, and he suggested that one of these other options could be elevating the three approved projects to the 80% maximum (as proposed in Option 1) and using the balance to fund one project on the 2015-2019 TIP prioritization list (as proposed in Option 2).

Members of the committee agreed that funding projects at or as close as possible to 80% is desirable.

S. Carpenter stated that she has had discussions with WisDOT Central Office staff regarding the possibility of allocating STP funds to a project scheduled for 2015. WisDOT Central Office staff has not yet determined if the 2015 statewide program can accommodate another 2015 project, and this determination will not likely be made until the week of November 17.

C. Runge stated that Green Bay Metro is requesting STP funds for four buses in 2019. It may be possible to move one or two of these buses into the 2013-2018 program.

E. Rakars asked if the average age of Metro's bus fleet is adequate or if the new buses are necessary to elevate the fleet's average age to an acceptable level.

P. Kiewitz stated that she has buses that were built in 2003 that have exceeded their useful lives in terms of mileage and/or age. Many of these buses are showing signs of age and need high-cost maintenance. In some cases, the bus frames have cracked. Once a frame cracks, the bus can no longer be used by Metro.

L. Conard noted that although the average age of the bus fleet is within an acceptable range at the moment, it should be noted that several 1995 and 1998 models have been retired in the last couple of years without replacement. This has artificially lowered the age of the fleet. Metro is looking to replace buses that have already been disposed of.

Discussion occurred regarding the program of projects. Many subcommittee members agreed that making the approved STP projects as close to whole (80%) as possible makes sense.

Discussion occurred regarding eligible projects, the required STP-U amount needed to fund a project at a minimum of 50%, and project schedules.

A motion was made by S. Grenier, seconded by P. Fontecchio, to make a recommendation to the BCPC Board of Directors regarding the reallocation of STP funds to allow the Pilgrim Way, CTH EA (S. Huron Road), and Cormier Road projects to be funded as close to 80% as possible while allowing the Helena Street project (Seventh Street to Suburban Drive) to receive the STP minimum of 50% of the cost. Motion carried.

S. Carpenter stated that the WisDOT statewide program can accommodate the Helena Street project because it is scheduled for 2018.

3. Discussion regarding proposed revisions to the Green Bay MPO's Surface Transportation Program (STP) Project Prioritization Criteria.

C. Runge presented a summary of how projects submitted during the current STP solicitation period would score using the proposed project prioritization criteria that were discussed at the September 15, 2014, Transportation Subcommittee meeting. Because information was not provided in the project applications for three of the proposed criteria, the scores do not include points for these criteria. This scoring summary was requested by the Transportation Subcommittee at the September 15 meeting.

P. Fontecchio distributed and summarized STP project prioritization criteria that he developed for discussion at the meeting. He stated that he would like the new project prioritization criteria

to reflect the importance of roads and that the total number of points available for projects should be more than what is proposed by BCPC/MPO staff.

G. Farr stated that he would like roads that are in the worst condition to receive the most points under the revised Roadway Surface Condition criterion. He also asked staff to summarize the point values associated with the BCPC/MPO staff's proposed project prioritization criteria.

C. Runge summarized the BCPC/MPO staff's proposed criteria, the point values associated with the proposed criteria, and the point values associated with the MPO's current project prioritization criteria.

G. Farr asked how the BCPC/MPO staff's proposed project prioritization criteria compare to the project prioritization criteria used by other MPOs.

C. Runge stated that he reviewed the criteria used by MPOs in Wisconsin and in other parts of the country before he prepared the BCPC/MPO staff proposal, and he found that there are many different qualitative and quantitative factors used to prioritize projects. However, every MPO uses factors that reward project sponsors for including appropriate bicycle and pedestrian facilities in their road projects.

E. Rakers stated that this is the *Transportation* Subcommittee, so it is important that all forms of transportation be addressed by the STP project prioritization criteria. He stated that P. Fontecchio's proposed criteria focus on only one aspect of the transportation system and that we get more value from projects that accommodate many forms of transportation.

P. Fontecchio stated that it will be difficult to avoid adding travel lanes to some streets and highways, and he cited Lineville Road (CTH M) in Howard and Suamico as an example of a county highway that will likely have to be expanded to four lanes with a center turning lane in the near future. He stated that street and highway expansion projects will not receive as many points as non-expansion projects under the Congestion Reduction and System Preservation criterion proposed by BCPC/MPO staff.

C. Runge stated that expansion projects can receive points under this proposed criterion if they improve a street's or highway's Level of Service (LOS). However, this criterion is designed to provide more points to projects that improve a street's or highway's LOS without increasing the number of driving (non-turning) lanes. He stated that methods of doing this include implementing efficient traffic control techniques at intersections, reducing the number of driveways, and eliminating parking.

D. Martin stated that he would like the total number of points available for projects to be more than what is proposed by BCPC/MPO staff.

C. Runge stated that because there has been a lot of discussion about potential criteria and the point values associated with these criteria over the last two meetings, perhaps staff and the subcommittee members should instead focus on developing the prioritization criteria before assigning point values to the criteria. This approach will allow staff and the subcommittee to identify what they believe to be important components of projects without having to be concerned about the relative values of the components.

The subcommittee members agreed with this approach.

P. Fontecchio asked if there is a deadline for developing and approving the revised project prioritization criteria.

C. Runge stated that staff would like to have the revised project prioritization criteria approved by the BCPC Board of Directors by May or June of 2015. This will allow staff to use the revised criteria to review and rank projects that are submitted for inclusion in the 2016-2020 TIP.

R. Nyberg suggested scheduling regular Transportation Subcommittee meetings over the next few months to encourage everyone to continue working on this process.

The subcommittee members agreed with this suggestion.

C. Runge suggested scheduling the next Transportation Subcommittee meeting for December 8, 2014. He also asked the subcommittee members to submit their project prioritization criteria recommendations to him before November 26, 2014. C. Runge stated that he will compile the criteria recommendations and send them to the subcommittee members prior to the December 8 meeting.

The subcommittee members agreed that the next meeting will be at 10:00 a.m. on Monday, December 8, 2014, at the Green Bay Metro Transportation Center.

4. Recommendation to the BCPC Board of Directors regarding revisions to the Green Bay Urbanized Area's Highway and Street Functional Classification System.

C. Runge stated that the Transportation Subcommittee received maps that show the current functional classification system and the WisDOT-recommended revisions to the system in September. He stated that a few subcommittee members submitted comments about the WisDOT revisions, and the comments staff received supported the revisions. Based on the comments received from the subcommittee members, staff is asking the subcommittee to formally recommend approval of the revised functional classification system to the BCPC Board of Directors.

G. Farr asked why many of the streets on the UWGB campus are shown as urban collectors on the WisDOT map.

C. Runge stated that WisDOT Central Office staff recently created subcategories for minor arterials, collectors, and local streets. The UWGB streets are considered to be collectors that are not eligible for STP funds. The collectors on the map that are not eligible for STP funds are identified with thin orange lines, and the STP-eligible collectors are identified with orange lines that are slightly thicker.

G. Farr stated that it is not possible to tell the two types of collectors apart on the map, and he asked if the non-eligible collectors can be identified with a different color.

C. Runge agreed that the map is confusing because the line thicknesses are similar and the colors are identical. He stated that he asked WisDOT Central Office staff if a different color can be used to identify the non-eligible collectors, and he was told no.

A motion was made by E. Rakers, seconded by S. Grenier, to recommend approval of the revised Green Bay Urbanized Area Highway and Street Functional Classification System to the BCPC Board of Directors. Motion carried.

5. Any other matters.

P. Fontecchio stated that some Transportation Subcommittee members never attend the meetings. He asked if these members can be contacted to find out if they intend to attend the meetings in the future. If they do not intend to attend the meetings, perhaps their organizations can appoint representatives who will attend the meetings.

C. Runge stated that staff will contact these organizations to find out if they intend to have representatives attend the meetings in the future.

6. Adjourn.

A motion was made by S. Grenier, seconded by P. Kiewiz, to adjourn. Motion carried.

The meeting adjourned at 11:40 a.m.

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Wednesday, October 8, 2014
Northern Building
305 E. Walnut Street, Conference Room 391
Green Bay, WI 54301
11:00 a.m.

ROLL CALL:

Brent Miller	<u>X</u>	Chad Weininger	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>Exc</u>
Charles Riley	<u>X</u>		

OTHERS PRESENT: Jeff Taylor and Lisa Harmann.

R. Patrickus called the meeting to order at 11:10 a.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the May 28, 2014, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by B. Miller, seconded by C. Weininger, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing the loan terms for Syncrotek, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(g) for the purpose of reviewing the loan terms for Syncrotek, Inc. Motion carried unanimously.

A motion was made by C. Weininger, seconded by R. Patrickus, to return to open session. Motion carried unanimously.

A motion was made by B. Miller, seconded by R. Patrickus, to approve interest only payments from October 2014 to January 1, 2016. Based on a two year amortization, monthly principal and interest payments will begin in January 2016 and continue for 24 months. Amended terms contingent upon receipt of a new personal financial statement.

3. Other matters.

L. Harmann reported on the status of previous application for Fusion Integrated Solutions, Inc.

4. Adjourn.

A motion was made by B. Miller, seconded by C. Weininger, to adjourn. Motion carried unanimously. The meeting adjourned at 11:43 a.m.